# Preliminary Application Submittal Packet

The Process:

The first step is to submit a preliminary application to allow staff time to begin reviewing your request. Afterwards, a preliminary application meeting is scheduled with a Project Coordinator. This meeting will occur a few weeks after the preliminary application is submitted.

To process your preliminary application in a timely manner, we recommend the forms be completed with all required materials attached. Submitting all of the required items will help your meeting be productive and efficient.

How to Submit:

Submit only the forms that have a grey heading – all other papers are yours to keep. Present the grey heading forms for verification of completeness to the Planning & Development Services receptionist located in Suite 105 of One Civic Center. Then, submit the entire packet of information, along with the $71 preliminary application fee to the One Stop Shop. Make checks payable to The City of Scottsdale.
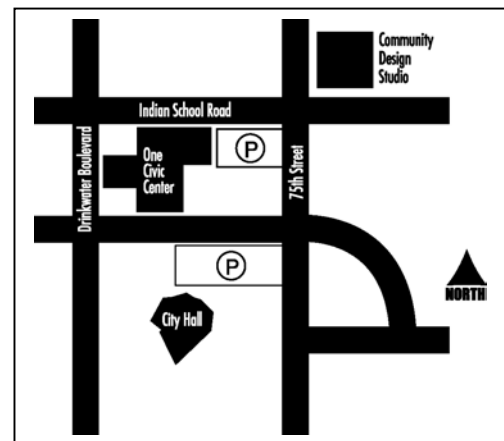
7447 E. Indian School Rd.

How to Find Us:

You can access One Civic Center from the east entrance doors. Underground and surface level parking is available around the building.

Questions:

If you have any questions about the forms, or the application process, please feel free to call (480) 312-7000. You can also access these forms on the City's web site at http://www.ScottsdaleAZ.gov. Go to Planning, Building & Zoning, and click on Building Resource Center. Select Developer Resources, and then click on Pre-application meeting requirements.

Throughout this process, feel free to provide input on ways we can improve. Customer feedback cards are available at service counters or by calling (480) 312-2647.

Preliminary Application Checklist

- **Preliminary Application Information Packet** - Complete the preliminary application questionnaire form on the following pages.

- **Provide Conceptual Drawings –**Provide a conceptual site plan, plot plan, boundary survey, or schematic drawing that graphically represents your development request. *This is not required for Abandonments.*

   If requesting Development Review Board approval, include elevations showing architectural character.

- **Transparency** – Provide a clear film transparency of the proposed site plan at 1" = 100' scale. *This is not required for Abandonments.*

- **Title Report** – No older than 30 days. *This is required for lot tie/splits only.*

- **Records Packet** – The Records Packet can be purchased from the City of Scottsdale Records Division, located at 7447 E Indian School Rd, or can be downloaded at http://eservices.scottsdaleaz.gov/cosmap/dmcinfo.asp. If you have questions regarding this packet, please call 480-312-2356.

  - **Address for the property** - If an address is not currently assigned to your project, please submit a site plan to Records Division staff to obtain one. This may take up to 5 days. Address request form available online at Records.
  - **Assessor map**.
  - **Quarter Section Maps** (50% reduced) of Water & Sewer and Right-of-Way,
  - **Zoning map** (50% reduced)-*This is not required for Abandonments.*
  - **Aerial Map** - City produced Full size 1" = 100' scale ---*no older than 1999*.
  - **Plat Map** – *This is <u>only</u> required for Lot tie/splits and Abandonments located in a subdivision.*

    Highlight the location of your project on all maps listed above.

- **Provide Context/Site Photographs** – provide photographs showing the site and the context of surrounding buildings/properties from street view. These photographs are necessary to aid in understanding the relationship between your request and the character of surrounding development. *This is optional for Abandonments and Lot tie/splits.*

   Please comply with the following instructions regarding photographs:

   - Photos are to be taken at the curb and along the property boundaries as shown to the right.
   - Photos should show adjacent improvements and existing on-site conditions.
   - If your site is greater than 500ft in length, also take the photo locations shown in the dashed line.
   - DO NOT mount photos on large poster boards, cork boards, etc.
   - Photos are to be mounted—maximum size 8 ½" by 11"
   - DO NOT submit "panoramic view" size photos.
   - Refer to photograph number and direction of view.
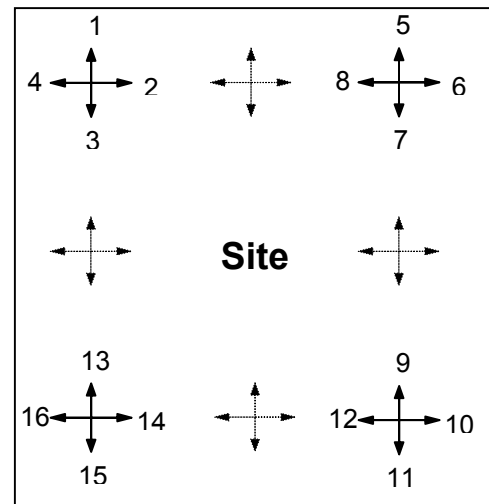
City of Scottsdale Pre-Application Information Sheet

Current Planning Services (480) 312-7000   **Website: www.ScottsdaleAZ.gov**
Fax (480) 312-7088

Applicant/Firm Name: _____

Contact Name: _____

    Address   _____

    City   _____

    Phone   _____ FAX   _____ _____

    Email   _____

Property Owner: _____

    Address   _____

    City   _____

    Phone   _____ FAX   _____

    Email   _____

Compliance Order Issued?   ☐ No? ☐Yes? By Whom_____

Is this property owned by the State Land Department?   ☐ No? ☐Yes?

Please check the appropriate box below for your request:

Land Divisions
☐ **Property Division/Property Assemblage -** for the division or the combination of property.

Board of Adjustment
☐ **Appeal-** a request for an appeal of an administrative decision.
☐ **Variance-** a request for a variance from the zoning ordinance.

Development Review Board
☐ **Development Review** - a request to develop a commercial, or residential parcel.
☐ **Preliminary Plat** - a request to develop a subdivision.

    Water Features?   ☐ No? ☐Yes?
    If using water features, you must contact Water Resources at 480-312-5659 regarding
    requirements for water features.

Planning Commission/City Council
☐ **Abandonment** - a request for the City to release its interest in public right-of-way, roadway
    easement and alleys.
☐ **General Plan Amendment** - a request to change the general plan from current land use
    designations to another designation.
☐ **Municipal Use Master Site Plan** - a request for all city projects over 1 acre.
☐ **Rezoning** - a request to rezone from current zoning district to another district.
☐ **Use Permit** - a request for a use listed as "conditionally permitted" in the zoning district.

☐ **Other** - to be filled in by city staff.

       Target date to begin construction: _____

Applicant Signature_____   Date _____

City of Scottsdale Pre-Application Information Sheet (Cont'd)

Project Name: _____

Location/Address   _____
Please verify with the City of Scottsdale Records department that the address of this property is the City of Scottsdale legally assigned address.

Parcel Number   _____ Q.S. - _____

Current Zoning   _____

Net lot size   _____ SF _____AC

Gross lot size*   _____ SF_____AC (*fill in if proposing Residential)

Building Height   _____

Describe Your Request:

Please provide a descriptive narrative of the site layout in detail. This should include circulation, parking and design, drainage, architecture, and proposed land use in detail. What improvements and uses currently exist on the property? Explain how your proposal is compatible with the surrounding area. Are there any unusual characteristics that may restrict or affect your development? **Please provide as much detail as possible in your narrative.**

Project Narrative: